

Peckham & McKenney
"All About People"



City Manager

CITY OF PLEASANT HILL,
CALIFORNIA



**PECKHAM
&
MCKENNEY**

EXECUTIVE SEARCH AND CONSULTING

THE COMMUNITY

Pleasant Hill is a vibrant, progressive city that is rich in educational resources, recreational open space, and a flourishing business community. Located in central Contra Costa County, Pleasant Hill covers 8.2 square miles and is home to an estimated 33,676 residents. The City is bordered to the south by Walnut Creek, the north by Martinez and Pacheco, the east by Concord, and the west by Lafayette. Pleasant Hill is just 30 miles east of San Francisco and a few miles west of one of Northern California's major landmarks, Mt. Diablo.

Featuring lovely, tree-lined streets on level terrain and gently rolling hills, Pleasant Hill and the surrounding area offer cultural opportunities, diversified shopping, a wide choice of housing, and good public and private schools. The City is also home to Diablo Valley Community College and JFK University as well as the Contra Costa County library system's main branch. Recreational opportunities abound, both in the immediate area and in the surrounding region. Yosemite National Park, Lake Tahoe and the Sierras, the Monterey Peninsula, and many other appealing recreational areas are within a few hours' drive of Pleasant Hill.

Significant resources have been invested and continue to be dedicated to building and maintaining a thriving, award-winning downtown and retail business district. The City has created a beautiful new downtown that includes a variety of restaurants and retail shops, town homes, a 3,000-seat multiplex theater, and many other amenities. Pleasant Hill's state-of-the-art City Hall complex is conveniently located just next to the new downtown.

Pleasant Hill is a truly unique community that was built on a foundation of community involvement and civic pride. Community attributes include the following.

- The City is characterized by a long standing commitment to enhancing the community's quality of life through preserving and improving the neighborhoods, ensuring quality development, and providing a rich array of community activities.
- The community's quality of life is further enhanced through the City's commitment to public safety, which is reflected in the City's low crime rate.

- Pleasant Hill residents are very actively engaged in the community through advisory boards and commissions, community-based organizations, and open access to the City's decision-making process for all citizens.

To learn more about Pleasant Hill, the City invites you to visit its web site at www.pleasanthill.ca.gov.

THE ORGANIZATION

A general law city, Pleasant Hill has a City Council/Manager form of government. The five City Council members serve overlapping, four-year terms, with elections held every two years. Each year, the Council elects one of its members to serve as Mayor and another to serve as Vice Mayor for one-year terms. In addition, the City Clerk and City Treasurer are elected to four-year terms.

Assisting the Council in an advisory capacity are various boards and commissions. The Council appoints the City Manager and City Attorney. The City Manager, in turn, appoints department heads over Human Resources, Finance, Community Development, Redevelopment, Public Works, and Police. The City has a staff of 130 full-time employees and a current budget of \$22.5 million. In addition to the core services provided by City staff, the community is served by a variety of other local governmental agencies that provide library, fire, leisure, and water and wastewater services.

Issues facing the City of Pleasant Hill include:

FISCAL STABILITY – As many California cities, Pleasant Hill is dependent on sales tax revenues. The City has made significant efforts to continue to provide quality services to its residents, while maintaining reserves.

FLOOD CONTROL – With historic and recent flooding in the region, Pleasant Hill has been working with the County to identify potential sites for a future detention basin.

INFRASTRUCTURE FUNDING – Need to identify funding sources for necessary and future infrastructure improvements, including street and road improvements. A bond measure may be considered for the November ballot.

LIBRARY – With the Main Library of the County system located in Pleasant Hill, a desire for a community-based library environment has been expressed.

REDEVELOPMENT – Ongoing and future work in the downtown corridor redevelopment project area.

CERT – Attention to emergency response training to the public.



THE POSITION

The City of Pleasant Hill has a long tradition of political and administrative stability that is based on a commitment to public service. During the 45-year period since the City's incorporation in 1961, there have been only three City Managers. This career opportunity is available due to the upcoming retirement of Mike Ramsey, who has served as City Manager since 2002.

The City Council is seeking a strong, visionary leader and team player who possesses excellent communication and interpersonal skills. He/she will be honest, respectful, ethical, and possess the utmost integrity. The ideal candidate will be politically astute, as well as apolitical, and will foster a successful working relationship with the Council to achieve common goals and objectives. The City Manager will provide well-researched recommendations and alternatives to the Council so that they may make informed decisions. It is also expected that the City Manager will provide advice and counsel when necessary.

The ideal candidate will be an effective leader for the organization. An individual who provides clear direction to staff and who manages toward accountability is being sought. It is expected that the City Manager will maintain an open door, develop and mentor staff, and bring vitality to the organization.

The Pleasant Hill community is served by a number of external local government agencies. Therefore, the ideal candidate will have a proven track record of working collaboratively with regional agencies and will have the ability to develop and maintain effective working relationships while representing the City's interests and objectives.

Most importantly, the City is seeking an individual who will be passionate about the community and organization. The City Manager will have strong interpersonal skills and will feel comfortable in an active and involved community. It is expected that the City Manager will be visible and accessible to residents and the business community and set the tone for the City organization. There is a strong desire on the part of the City Council that the City Manager resides in the community.



This position requires a broad understanding of municipal operations, particularly in the areas of finance, budget, and redevelopment. An individual who is experienced in economic development, identifying revenue enhancement opportunities, and determining alternative funding sources is sought. A Bachelor's degree from an accredited college or university in public or business administration or a related field is required. A Master's degree is preferred.

THE COMPENSATION

The City of Pleasant Hill is offering an attractive salary of between \$175,000 and \$195,000, as well as a benefit package including the following.

MEDICAL – City provides coverage for employee and dependents through two plans; Health Net and Kaiser. Employee contributes \$25 per month toward premium.

DENTAL – City pays full premium for an 80/20 plan for employee and dependents, up to \$1,500 per person annually.

VISION – City pays full premium for employee and dependents.

LIFE INSURANCE – City provides coverage equal to annual salary, up to a maximum of \$200,000.

LONG-TERM DISABILITY – City pays full premium.

DEFERRED COMPENSATION – City contributes 5% of base salary to the City Manager's 457 account.

ICMA 401(A) – City contributes 9% of salary every month into employee's 401(a) Money Purchase Plan.

RETIREMENT – PERS retirement; 2% @ 55. City pays employer and employee share and reports the value of the 7% Employer Paid Member contributions (EPMC) to PERS as additional compensation.

SICK LEAVE – one day per month; no maximum accrual.

VACATION – Vacation accrues as follows: 12 days up to 3 years; 17 days from 3 to 6 years; and increasing thereafter.

AUTO ALLOWANCE – \$500 per month.

ADMINISTRATIVE LEAVE – Up to 16 hours earned per month, non-cumulative.

HOLIDAYS – Thirteen days per year.

The City also offers an IRS 125 Plan, computer technology reimbursement program, longevity pay, and appropriate annual memberships to professional and local civic organizations.

SEARCH SCHEDULE

Resumé Filing Deadline June 14, 2006
Preliminary Interviews..... June 21-30, 2006
Recommendation of Candidates July 3, 2006
Finalist Interview Process July 20, 2006
Anticipated Appointment Date August 1

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to call Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.

